

Report Variants

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ISIS HR users have the ability to define and store both a **selection** variant and a **display** variant for any ISIS HR report. A selection variant is simply pre-defined values that populate specific selection criteria fields. Selection variants, when stored as “protected”, can’t be changed by other users, but can be accessed and utilized by all system users.

A variant, once saved, is static and, if you aren’t careful, can result in incorrect report output.

For example, a user may create and store a variant for ZP64 that retrieves all health and life EE and ER amounts for employees in specific personnel areas. If additional health wage types are created at the beginning of a plan year to accommodate a new health vendor, this variant will output incomplete data unless the new wage types are manually added to the existing variant.

It is also possible to save a display variant within a selection variant.



Once again, while convenient, if the report ever has new fields added to it, these new fields will not output unless they are added to the display variant.

During initial conversion to ISIS HR, many users were unfamiliar with how to build their own variants, so ISIS HR staff stored several selection and display variants for key reports to get agencies started. These variants had names that began with “SOL” or “/SOL”. As time has passed, ISIS staff has also experienced problems, similar to those our users experience, keeping these variants updated.

Effective immediately, while the original **SOL** variants will not be deleted, they will no longer be maintained and should instead be used as examples for users to reference when designing their own variants.

Tips for storage and use of report variants:

- ✓ It’s wise to “protect” any selection variant you store.
- ✓ Users should never designate their display variant as the system default setting.
- ✓ Periodically review all stored variants to assure accuracy.
- ✓ If you wish to make a change to someone else’s stored variant (allowed if unprotected), be sure when saving, that you assign a new name to the variant.
- ✓ When saving a new variant, the first characters of the variant name should be your personnel area and then an underscore (e.g., 107_example). This will keep variants organized and easy to locate.
- ✓ Take time to delete out-of-date or unused variants.
- ✓ Other reporting tips can be found within the ISIS HR Reports Manual. Click <http://www.state.la.us/hrhelp/nav/hr%20-%20reporting/1949/index.htm> to access.